

- (1) Specify all technical characteristics necessary for reading and processing the records contained in the system;
- (2) Identify all inputs and outputs;
- (3) Define the contents of the files and records;
- (4) Determine restrictions on access and use;
- (5) Understand the purpose(s) and function(s) of the system;
- (6) Describe update cycles or conditions and rules for adding, changing, or deleting information in the system; and
- (7) Ensure the timely, authorized disposition of the records.

§ 1236.28 What additional requirements apply to the selection and maintenance of electronic records storage media for permanent records?

(a) Agencies must maintain the storage and test areas for electronic records storage media containing permanent and unscheduled records within the following temperature and relative humidity ranges:

- (1) Temperature—62° to 68 °F.
- (2) Relative humidity—35% to 45%.

(b) Electronic media storage libraries and test or evaluation areas that contain permanent or unscheduled records must be smoke-free.

(c) For additional guidance on the maintenance and storage of CDs and DVDS, agencies may consult the National Institute of Standards and Technology (NIST) Special Publication 500-252, *Care and Handling of CDs and DVDs* at <http://www.itl.nist.gov/iad/894.05/papers/CDandDVDCareandHandlingGuide.pdf>, contact phone number (301) 975-6478.

(d) Agencies must test magnetic computer tape media no more than 6 months prior to using them to store electronic records that are unscheduled or scheduled for permanent retention. This test should verify that the magnetic computer tape media are free of permanent errors and in compliance with NIST or industry standards.

(e) Agencies must annually read a statistical sample of all magnetic computer tape media containing permanent and unscheduled records to identify any loss of data and to discover and correct the causes of data loss. In

magnetic computer tape libraries with 1800 or fewer tape media, a 20% sample or a sample size of 50 media, whichever is larger, should be read. In magnetic computer tape libraries with more than 1800 media, a sample of 384 media should be read. Magnetic computer tape media with 10 or more errors should be replaced and, when possible, lost data must be restored. All other magnetic computer tape media which might have been affected by the same cause (i.e., poor quality tape, high usage, poor environment, improper handling) must be read and corrected as appropriate.

(f) Before the media are 10 years old, agencies must copy permanent or unscheduled data on magnetic records storage media onto tested and verified new electronic media.

PART 1237—AUDIOVISUAL, CARTOGRAPHIC, AND RELATED RECORDS MANAGEMENT

Sec.

- 1237.1 What is the applicability and scope of this part?
- 1237.2 What are the authorities for part 1237?
- 1237.3 What standards are incorporated by reference for this part?
- 1237.4 What definitions apply to this part?
- 1237.10 How must agencies manage their audiovisual, cartographic, and related records?
- 1237.12 What record elements must be created and preserved for permanent audiovisual records?
- 1237.14 What are the scheduling requirements for audiovisual, cartographic, and related records?
- 1237.16 How do agencies store audiovisual records?
- 1237.18 What are the environmental standards for audiovisual records storage?
- 1237.20 What are special considerations in the maintenance of audiovisual records?
- 1237.22 What are special considerations in the storage and maintenance of cartographic and related records?
- 1237.24 What are the special considerations for storage and maintenance of aerial photographic records?
- 1237.26 What materials and processes must agencies use to create audiovisual records?
- 1237.28 What special concerns apply to digital photographs?
- 1237.30 How do agencies manage records on nitrocellulose-base and cellulose-acetate base film?